



**DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190**

PERSUPPACTSANDIEGOINST 12510.1A
Code N01PM
27 April 98

PERSUPPACT SAN DIEGO INSTRUCTION 12510.1A

Subj: DELEGATION OF POSITION CLASSIFICATION, POSITION MANAGEMENT AND
PAYROLL AUTHORITY UNDER FULL TIME EQUIVALENT

Ref: (a) SECNAVINST 12510.9
(b) CINCPACFLTINST 12510.2A
(c) CINCPACFLT ltr 7100 Ser N82111/8232 of 11 Oct 94

1. Purpose. To provide procedures for redelegation of position classification, position management and payroll management under managing to payroll for Full Time Equivalent GS-1 through GS-12.

2. Cancellation. PERSUPPACTSANDIEGOINST 12510.1

3. Background. By reference (a), the Secretary of the Navy established "Full Time Equivalent" (FTE) payroll authority (MTP) payroll authority within the Navy. This concept places greater authority, incentive and flexibility for the position classification and position management programs at appropriate management levels, and provides for delegation of authority to military and civilian managers in establishing and classifying civilian positions, subject to the civilian payroll resources available to their organizations. Reference (b) provides Commander in Chief, U.S. Pacific Fleet requirements under the "Full Time Equivalent" concept.

4. Policy. The work force will be structured per sound position management practices as described in references (a), (b) and (c); positions will be classified by the application of Office of Personnel Management (OPM) and Navy Classification Standards and guidelines; and, this organization will be managed within budgeted payroll limits.

5. Delegation of Managing to Payroll Authority within PERSUPPACT San Diego

a. Per reference (a), classification authority is redelegated to the Fleet Industrial Support Center Human Resources Department.

b. Per reference (b), the Executive Officer is designated Position Management Officer (PMO). Authority is delegated to the Executive Officer for classification, position and payroll management, subject to the funds budgeted to the command for payroll purposes.

6. Action

a. The Commanding Officer shall:

(1) Ensure position classification and position management programs are managed consistent with civilian payroll available for the command.

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(2) Identify the organizational levels to which classification and payroll authorities are delegated.

(3) Ensure that an effective position management program is carried out in per applicable directives.

(4) The Executive Officer (N01) is delegated Full Time Equivalent authority.

(5) As the final authority at the command level for all classification and position management decisions made on any position within the command, resolve all disagreements involving classification or position management actions. Resolution of classification disagreements must include written rationale signed by the Commanding Officer for the basis of the classification determination, if it is contrary to a Position Classification Specialist's recommendation.

b. The Executive Officer shall:

(1) Ensure position descriptions are accurately described and include major duties and responsibilities of the position.

(2) Classify position descriptions per published OPM and Navy classification standards and forward them to FISC San Diego Human Resources Office to be validated.

(3) Obtain an advisory opinion from a FISC HRO Position Classification Specialist prior to taking formal classification action on the following types of positions:

- (a) Supervisory or leader positions;
- (b) Positions for which no classification standard or directly applicable grade level criteria exists;
- (c) Mixed series or grade positions;
- (d) Positions proposed for classification at the GS-11 level or above; and
- (e) Other positions, as deemed appropriate.

As a minimum, Position Description (PD) cover sheets must be annotated with the classification standard(s) used to classify the position. For those PDs classified in a series for which Factor Evaluation System (FES) standards have been published, a position evaluation statement showing as a minimum the points assigned for each factor and total points must be completed. A formal evaluation statement is not required, but a brief statement expressing the rationale for classification decisions shall be prepared and retained with the command master copy of the PD. This statement should be available in event of review or challenge by any internal or external audit or evaluation authority.

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c. The Position Management Officer (Code N01) shall:

(1) Convene the Position Management Board (PMB) as necessary to review all proposals to establish, upgrade, downgrade, or abolish positions.

(2) Refer controversial PM matters to the Commanding Officer for resolution.

d. The Civilian Personnel Assistant (N01PM) shall:

(1) Under the guidance of the PM Officer, cause the recruitment of, select and hire employees to fill staff and detachment vacancies.

(2) Maintain liaison with FISC HRO on civilian employee related matters.

(3) Maintain the command master file of current PDs.

e. The Budget Officer (N8) shall:

(1) Monitor actual monthly payroll obligations per existing financial management policy.

(2) Ensure the Executive Officer is kept abreast of current and projected funding climate.

f. Managers and Supervisors shall:

(1) Verify the accuracy of PDs under their control annually as part of the annual performance appraisal process.

(2) Forward a list of PDs found to be inaccurate to PERSUPPACT (Code N01PM) not later than 20 July annually.

(3) Forward redescribed/corrected PDs to the Executive Officer (Code N01) for classification action not later than 31 August annually.

g. The FISC Human Resources Department (Code HE) shall:

(1) Evaluate and classify positions as delegated by the Commanding Officer.

(2) Assist in developing standard position descriptions.

(3) Respond to consistency reviews directed by higher authority.

(4) Monitor position classification accuracy and provide results to the Commanding Officer semi-annually.

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(5) Provide training on position classification processes and procedures to individuals assigned managing to payroll authorities.

(6) Assist the command and individual managers/supervisors in resolving or processing classification appeals by employees.

(7) Provide desk guides and abbreviated versions of classification standards to the Executive Officer as they are developed by OPM.



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Distribution:

PERSUPPACTSANDIEGOINST 5216.1H, Lists I and II